

<i>SUBJECT:</i> WORKFORCE ISSUES Religious Accommodations	<i>Chapter:</i> 15
	<i>Section:</i> 15.2
<i>REFERENCES:</i>	<i>Page:</i> 1 of 2
	<i>Issued:</i> 8-28-01

RELIGIOUS ACCOMMODATIONS

I. PURPOSE:

To provide guidance regarding accommodation for employees due to religious practices.

II. SCOPE:

Departmentwide.

III. POLICY:

The Department will accommodate the religious practices of employees, clients and applicants for employment to the extent possible without undue hardship on the conducting of Department business. (Note: "Undue hardship" as used in this policy means that the accommodation requires more than a very minimal cost or disruption.) However, employees are not permitted to engage in any observable public or group religious activity in any Department facility during regular working hours that would be disruptive to other employees.

Employees requests for religious accommodations will be considered on an individual basis, but may include:

- reasonable dress and personal grooming habits related to religious practices;
- reasonable time off for observance of a Sabbath or religious holiday;
- alternative meal for dietary restrictions based on religious practices;
- alternative break/lunch schedule to accommodate daily religious practices.

Employees who request time off for a religious observance must use Annual Leave, Compensatory Time or Leave Without Pay, and follow procedures for requesting time off through supervisory channels as outlined in the applicable leave policy.

ADMINISTRATIVE MANUAL

<i>SUBJECT:</i> WORKFORCE ISSUES Religious Accommodations	<i>Chapter:</i> 15
	<i>Section:</i> 15.2
<i>REFERENCES:</i>	<i>Page:</i> 2 of 2
	<i>Issued:</i> 8-28-01

The Department will not discriminate against any employee on the basis of religion. Any questions regarding religious accommodations or discrimination based on religion should be directed to the Chief, Office of Personnel.

Prepared By:

Approved By:

Chief, Office of Personnel

Director, Department of Health and
Senior Services